

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

Addendum to the Fall 2007 Data Field Descriptions August 20, 2007

Questions?
e-mail: CEPI@Michigan.gov
Contact: (517) 335-0505



Information Regarding the Fall 2007 REP Submission

Updates to the Fall 2007 REP Data Field Descriptions

The updates provided in this addendum apply to the Fall 2007 REP Data Field Descriptions. All updates are marked by ~~strike through~~ (no longer in effect) or underlined Arial font (new requirement).

Note: Since the posting of the Fall 2007 REP Data Field Descriptions, it has become necessary to provide updates and clarifications to some of the sections of the data field descriptions. Page numbers from the Fall 2007 Data Field Descriptions are provided for each section or page with the appropriate updates. Please replace these pages in your copy of the data field descriptions as necessary.

CEPI Customer Support

For technical assistance with your data submission, please contact the Customer Support Team at CEPI @michigan.gov, or call 517-335-0505. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Replaces pages 6 & 7

Index of Page Edits

Information Regarding the Fall 2007 REP Data Field Descriptions

(For your convenience, a list of the page numbers in the Fall 2007 Data Field Descriptions that contain edits, marked by ~~strikethrough~~ [no longer in effect] or underlined Arial font [new requirement], appear below.)

Field Number	Page Number	Edits/Changes
1	8	The Date of Count for the Fall 2007 REP Submission is December 3, 2007.
4	12	Update to programming edits.
5	13	Update to programming edits.
7	15	Update to programming edits and definition. Addendum update
8	17	Update to programming edit and definition. Addendum update
10	23	Update to accounting/function codes
10	24	Definition clarification. – Highly qualified status. Addendum update
10	26	Clarification on reporting of highly qualified status for special education teachers.
10	27	Clarification on chart.
10	29	"000LT" Theatre/Performance now included in the list of core academic assignment codes.
10	30	"000ZZ" Alternative Education – reporting of highly qualified status now required.
10	37-38	New assignment code: "00375" Transition Coordinator Accounting/function code update
10	42	Updates in Paraprofessional/Aide information New assignment codes for the Migrant Education Program (MEP): "00410" MEP Instructional Paraprofessional/Aide** (Title IC) "00411" MEP Non-Instructional Paraprofessional/Aide (Title IC) "00412" MEP Instructional Paraprofessional/Aide** – Summer only (Title IC) "00413" MEP Non-Instructional Paraprofessional/Aide – Summer only (Title IC)
10	43	Update to assignment code name
10	46	New educational settings for Migrant Education Program: 00000000000000000000000000000000 Migrant Education Program 00000000000000000000000000000009 Migrant Education Program – Summer only

10	49	Clarification provided.
10	50	Link to highly qualified references added.
<u>12</u>	<u>53-55</u>	<u>New code ("7") added for non-instructional contract service providers. Update to programming edits. Addendum update</u>
13	56	Update to programming edit. Age cannot be greater than 95 years.
17.	<u>61-62</u>	<u>Update to programming edit. Addendum update</u> Clarification regarding Special Education credential permits/approvals. Name change on code 54: Interim Occupational Certificate (formerly Vocational Temporary Authorization) New Code 73: Department of Defense Certificate (ROTC)
18	63	Field 18 is now optional. Update to programming edit.
19	65	Field 19 is now optional. Update to programming edit.
25	75	Update to programming edit.
29	82	New Teacher Preparation Institution: 002288 Rochester College Remove: 77100 Foreign Institution

Replaces page 15

Field 7: Social Security Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code, MCL 380.1231, 388.1233; Department of Education Budget Fiscal Year (FY) 2005- 2006 PA 154, Section 501 Privacy Act, PL 93-579, Section 7 2005 PA 129-131 and 139
State of Michigan office contact:	CEPI Customer Support, 517-335-0505, CEPI@michigan.gov
Field specification:	Nine-character, blanks accepted
Record position/type:	138-146, integer
Database field name:	SocialSecurityNumber
SIF tag:	<>
Code/format:	This is a nine-position field (NNNNNNNNN).
Dependencies with other fields:	Field 8: Credential License Number Field 12: Funded Position Status Field 10: School Assignment Data

Programming edits: If this field is blank for assignment codes "00310" through "00413", and "00407", "60000" through "99900" (excluding "60300" and "60400") and "000NF", then a fatal error is reported. If this field and Field 8: Credential License Number are blank for assignment codes "000AX" through "00594" (excluding "00310" through "00413" "00407"), "60300" and "60400", (General Education, Special Education, Career/Tech Education), a fatal error is reported. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned), the first five digits of this field must be the district number, or a fatal error is reported. If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security must be reported as the district number or a fatal error will be reported.

Definition: This field provides the official identification of each employee. For assignment codes "000AX" through "00594" (excluding "00310" through "00413" "00407"), "60300" and "60400", either this field or Field 8: Credential License Number must have a value; all other assignments require completion of this field. The Social Security number should be submitted without hyphens or spaces, e.g., 333-22-4444 is entered as 333224444. This field must have a value if the position is vacant.

Vacant positions: In order to track funded but vacant positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit City

Replaces page 17 and 18

Field 8: Credential License Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1231, 388.1233; Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Frank Ciloski, Office of Professional Preparation Services (OPPS), 517-373-3310, CiloskiF@michigan.gov
Field specification:	15-character, left justified, pad with blanks
Record position/type:	147-161, alphanumeric
Database field name:	CredentialLicenseNumber
SIF tag:	<>
Code/format:	This is a 15-position field.
Dependencies with other fields:	Field 7: Social Security Number Field 12: Funded Position Status Field 17: Type of Credential Field 10: School Assignment Data

Programming edits: If this field and Field 7: Social Security Number are blank for assignment codes "000AX" through "00594" (excluding "00310" through "00413" "00407"), "000NF", "60300" and "60400", a fatal error is reported. If the credential number is not a valid number in the Teacher Certification Database (License 2000), a fatal error is reported. For assignment codes "000AX" through "00594" (excluding "00310" through "00413" "00407"), "000NF", "60300" and "60400", either this field or Field 7: Social Security Number must have a value.

Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

The Office of Professional Preparation Services now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exist:

- For staff members with pending credentials, Field 17: Credential License Number must be coded "02".
- For staff members with an assignment code "00310" through "00413" "00406" and "000NF" who are not required to hold credentials for their positions, Field 17 may be coded "00". For staff members with assignment codes "00310" through "00413" "00406" and "000NF" who are required to hold credentials, report the appropriate credential type in Field 17. If a staff

member has a split, full-time equivalency (FTE) assignment where a credential is required for one assignment but not the other, the credential should be submitted.

- For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", or "55".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain the credential numbers for permanent and continuing certificates. Two methods are available for you to obtain the new credential numbers.

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload a list of all of your teachers. You will then be provided with a list of all of the credentials held by an individual. Complete information about the CDX and submission requirements is available at the REP Web site, located at <https://www.michigan.gov/cepi>. Click on "MEIS Data Services," and then click on "Registry of Educational Personnel."
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Michigan Teacher Certification Status Web site, located at <https://mdoe.state.mi.us/teachercert/>. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all credentials held by the individual.

Replaces the Highly Qualified Status Section of page 24

Highly Qualified Status: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for core academic assignment codes "000AX" through "000ZZ" (core academic instructional staff members as defined in NCLB). For a list of the core academic subject areas, refer to the General Education assignment codes marked with a double asterisk (**) on pages 28 through 30 in this manual. For any non-core academic assignments within the range of codes "000AX" through "00594" that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Note: Report highly qualified status for special education and alternative education teachers who provide direct instruction in the core academic subject areas.

For assignment codes "80002", "80005", "00410" and "00412", districts are to report highly qualified status. (See the definition for Highly Qualified Status in this field for specific information regarding Title I Instructional Paraprofessional/Aides.) For staff members with assignment codes "80001" and "80004", districts are to submit a "0" (not-applicable).

For assignment codes "60100" through "60700", "70000" through "79999", "80001", "80004", and "80014" through "99900", submit a "0" (not-applicable) in this position.

Replaces pages 53 through 55

Field 12: Funded Position Status

Submission date:	First business day in December and June 30
Field use:	School Aid Act MCL 388.1613, 388.1619; Revised School Code MCL 380.1533; Department of Education Budget FY 2003-2004 PA 145, § 501
State of Michigan office contact:	CEPI Customer Support, 517-335-0505, CEPI@michigan.gov
Field specification:	One-character
Record position/type:	625, integer
Database field name:	FundedPositionStatusCode
SIF tag:	<>
Code/format:	This is a one-position field (N). 1 Vacant, funded, open position, no one assigned 2 Vacant, funded, open position, outside contractor assigned 3 Funded, employee on loan or leave, no one assigned 4 Funded, employee on loan or leave, filled by temporary employee 5 Vacant, funded, open position, filled by temporary employee 6 Funded, employee on loan or leave, outside contractor assigned 7 <u>Contracted services provider, non-instructional staff</u> 9 Filled position, regular
Dependencies with other fields:	Field 4: Last Name Field 5: First Name Field 10: School Assignment Data Field 25: Employment Status

Programming edits: This field must have a value for assignment codes "000AX" through "79999", except "60100", "60200", "60401", "60500", "60501", "60600", and "60700". "60300" and "60400" or a fatal error is reported. If "VACANT" is submitted in Field 4: Last Name and "FUNDED" is submitted in Field 5: First Name, then Field 12 must be submitted with a value of "1" and the first five digits of Field 7: Social Security must be submitted as the district number or a fatal error will be reported. If "1" is submitted in this field, Field 13: Date of Birth must be blank and Field 25: Employment Status must contain "00". If code "2", "3", "4", "5", or "6" or "7" is submitted in this field, Field 25 must contain "97", "98", or "99". For non-instructional assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700", and "80001" through "99900", this field must be left blank or a fatal error is

reported, unless the position is submitted as a vacant position, as an employee on loan or leave, or as a non-instructional staff (assignment codes 81500 through 99900) contracted services provider, then report the appropriate code ("1" through 6 "7") for the status of the position as follows:

If submitted as a vacant position, then code "1", "2" or "5" must be submitted.

If submitted as an employee on leave, then code "3", "4" or "6" must be submitted.

If submitted as a non-instructional staff contracted services provider, then code "7" must be submitted.

Note: Code 7 may only be reported for assignment codes "81500" through "99900".

If a code "4", "5" or "6" is submitted in this field for assignment codes "000AX" through "00594", "60300" or "60400", code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential.

If an assignment code of "000AX" through "00594", "60300" or "60400" is submitted for a assignment and a second assignment code of "60000" through "99900" (except "60300" or "60400") is submitted in Field 10, then Field 12: Funded Position Status and Field 17: Type of Credential must be edited for the assignment code "000AX" through "00594", "60300" or "60400" only.

Definition: This field identifies the status of positions that are either filled by permanent employees, approved substitutes, outside contractors, or that remain unfilled. This field applies to assignment codes "000AX" through "79999".

- 1 *Vacant, funded, open position, no one assigned:* The position is unfilled by a permanent employee at the time of this report, and the position is posted. No one is permanently assigned in this position. The position is filled by a day-to-day substitute.
- 2 *Vacant, funded, open position, outside contractor assigned:* The position is temporarily filled by an individual under contract.
- 3 *Funded, employee on loan or leave, no one assigned:* The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position.
- 4 *Funded, employee on loan or leave, filled by temporary employee:* The permanent employee is not currently performing the position's duties, and the position is filled by either a temporary employee for assignment codes "70000" through "79999"; or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for assignment codes "000AX" through "00594".
- 5 *Vacant, funded, open position, filled by temporary employee:* The position is unfilled by a permanent employee at the time of the report, and the position is posted. The position is filled by either a temporary employee for assignment codes "70000" through "79999"; or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for assignment codes "000AX" through "00594".
- 6 *Funded, employee on loan or leave, outside contractor assigned:* The position is temporarily filled by an individual under contract.
- 7 *Contracted Services Provider:* The position is filled by a non-instructional staff (assignment codes 81500 through 99900) contracted services provider under contract with the district.
- 9 *Filled position, regular:* The position is filled by a permanently assigned employee.

For example:

- 1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use VACANT in the Field 4: Last Name.

- 2 Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Field 4: Last Name and Field 5: First Name and enter all other pertinent fields of data for the employee.
- 3 Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, Family Medical Leave Act (FMLA) leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in fields 4 and 5, as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave, and report 1.0 FTE.
- 4 Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.

ENTER DATA FOR BOTH STAFF MEMBERS: Update the information for the permanent employee, report zeros in the wage field if the employee is not being paid while on leave and report 0.0 FTE for the position. Enter the information for the temporary employee or substitute in fields 4 and 5 and enter all other pertinent fields, including wage and FTE.
- 5 Use "5" when a funded position has been posted, and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in fields 4 and 5, and enter all other pertinent fields of data for the individual.
- 6 Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in fields 4 and 5 and enter all other pertinent fields of data for the employee.
- 7 Use "7" when an individual provides contracted services for the district in a non-instructional staff assignment (assignment codes 81500 through 99900) such as food service, transportation or security.
- 9 Use "9" when a position is filled by a permanently assigned employee.

Note: Vacant positions

After each end-of-year submission (June 30), vacant funded positions are expired and are not repopulated for the fall submission.

Note: Employees on Leave or Terminated Employees

Employees on Leave: Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98", or "99" for the assignment code submitted in Field 10: School Assignment Data.

Terminated Employees: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a Code "9" in Field 12: Funded Position Status.

Replaces page 61

Field 17: Type of Credential

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1532; Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Field specification:	Two-character
Record position/type:	645-646, character
Database field name:	CredentialType
SIF tag:	◇
Code/format:	This is a two-position field (NN)
Dependencies with other fields:	Field 10: School Assignment Data Field 12: Funded Position Status Field 18: Date Credential Issued Field 19: Date of Expiration of Credential Field 25: Employment Status

Programming edits: This field must have a value. If an invalid code is used or if this field is left blank for assignment codes "000AX" through "99900", a fatal error is reported. For staff members with assignment codes "00310" through "00413" ~~"00407"~~ and "70000" through "99900", who are not required to hold a credential for the position, Field 17: Type of Credential must be coded "00". Field 17 must be submitted with the appropriate credential type when a credential is required for the position. If a code "97" or "98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be submitted with a code "01" "04" "05" "07" "08" "22" "23" "24" "25" "26" "40" "41" "42" "43" "55" or "63" or a fatal error will be reported.

For assignment codes "000AX" through "00594", "60300" and "60400" (with the exception of codes "00310" through "00413" ~~"00407"~~), a district cannot report code "00" (Credential Not Required) unless code "1" (i.e., vacant) is submitted in Field 12: Funded Position Status. If the assignment code is "60100", "60200", "60401", "60500", "60501", "60600", "60700", or "80001" through "99900", code "00" must be submitted or a fatal error will be reported.

Definition: If a staff member has two certificates (for example, general education and vocational), report the certificate type that matches his/her teaching assignment. For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.